

Section 11.4 FUNCTIONS MENU**Labor and Equipment Distribution Adjustments
Transaction Detail Tab**

Purpose	This section provides the procedures to view, sort and summarize adjustment detail selected on the From CB tab by using the Transaction Detail tab.
Tabs	Transaction Detail Tab
Reminders	<ol style="list-style-type: none"> 1. The Transaction Detail tab is accessed through the <u>F</u>unctions, Labor <u>D</u>istribution or Equipment <u>D</u>istribution Adjustment items on the menu bar. 2. The Transaction Detail tab consists of the following bottom tabs: <ul style="list-style-type: none"> ■ Detail - This tab is automatically activated when the Transaction Detail tab is clicked. It allows the user to view coding block detail. All rows on the detail list that may be adjusted automatically display highlighted. The rows that are not highlighted are transactions that have already been selected for another adjustment. Because a transaction cannot be used for more than one adjustment, these transactions are marked as 'conflicts' by displaying a 'Y' in the Conflicts field. The detail for the 'Conflict' transactions are displayed on the Conflicts bottom tab. A count of the rows selected and dollar amount associated with the rows displays in the 'Selected' box located at the top left hand corner of the Transaction Detail tab. The information in the box is continually updated as the user selects and de-selects rows. To de-select or re-select a row, click on that row with the left mouse button. Also, the total number of detail rows (both selected and not selected) and dollar amount associated with the rows is displayed in the 'Total' box located at the top right hand of the tab ■ Sort By - Allows user to select the sort order for transactions listed on the Transaction Detail tab. This tab displays windows of Fields Available for Sorting and Fields Selected for Sorting. Once a user selects the fields, the Detail tab is clicked to view the data. <p><i>Continued</i></p>

Reminders	<ul style="list-style-type: none">■ Summarize By - Allows user to select specific coding block elements (i.e. Grant, Project, Agency Code 2 etc.) for a summary of data. This tab displays windows titled Fields Available for Summary and Summarize by These Fields. Once a user selects the fields, the Summary tab is clicked to view the data.■ Summary tab - Displays the fields selected on the Summarize By tab. Before the Summary tab displays, a pop-up window appears warning the user that any rows that were de-selected on the Detail bottom tab will automatically be re-selected. Click the Yes button to display the selected fields or click No to cancel the action and remove the window.■ Conflicts - Displays a list of the original coding blocks for transactions that are not highlighted on the Detail bottom tab. These transactions have already been selected for another adjustment, but have not been processed.
References	<i>No Specific References</i>

Transaction Detail Tab (Detail Bottom Tab)

The following window is displayed when the Transaction Detail tab is clicked from the Selection tab or From CB tab. The Transaction Detail tab displays a list of the labor/equipment distribution transactions that meet the selection criteria entered on the From CB tab. The window displays rows that consist of detail distribution information for an employee. Since all rows on the Detail list that may be adjusted automatically are highlighted, a user must de-select or re-select a row for an adjustment by clicking on that row with the left mouse button. The steps and fields displayed are described on the following page.

DCDS

File Edit Options Functions Params Reports Window Help

Labor Distribution Adjustment

Selection From CB Transaction Detail To CB Review

Adjustment No: 0 Status: New

Selected

Detail Rows	Amount
119	\$7,538.32

Total

Detail Rows	Amount
174	\$10,941.30

Labor Distribution Adjustment Detail

Conflict?	Amount	Obj Cd	Name	SSN	AY	Index	PCA
	\$95.09	5011	Burke, Beverly	001-24-0001	96	50100	58060
	\$17.14	5012	Burke, Beverly	001-24-0001	96	50100	70400
	\$6.60	5013	Burke, Beverly	001-24-0001	96	50100	72000
	\$10.75	5008	Burke, Beverly	001-24-0001	96	50200	58060
	\$102.43	5009	Burke, Beverly	001-24-0001	96	50200	70400
Y	\$23.96	5010	Burke, Beverly	001-24-0001	96	50200	72000
	\$95.09	5011	Carter, Herb	001-26-0001	96	50100	58060
Y	\$25.11	5012	Carter, Herb	001-26-0001	96	50100	70400

Detail Sort By Summarize By Summary Conflicts

Submit New Delete Save Close

Ready

DCDS Input Procedures - Transaction Detail Tab

Follow the steps below to de-select transactions:

Step	Field Name	Action
1	Labor Distribution Adjustment Detail Widow	Click on the detail rows to de-select those transactions that are NOT to be adjusted.
2	Save button	To save the detail rows, click on the Save button located at the bottom of the window (or press Alt + S). Note: Saving adjustment information will not submit it for approval. An adjustment may be saved many times. If the adjustment is ready to be submitted, click on the Review tab.
3	Bottom tabs	Click on the appropriate bottom tab (Detail, Sort By, Summarize By, Summary or Conflicts) in which to sort, summarize, view conflicts, or select and de-select adjustment information.

Transaction Detail Tab

The following information is displayed:

Field Name	Description
<i>The following data is displayed in the upper portion of the window</i>	
Adjustment No	A unique identification number assigned to labor/equipment distribution adjustments.
Status	<p>The Status represents what step an adjustment is at in the adjustment process.</p> <ul style="list-style-type: none"> ■ NEW - New Adjustment ■ SAVD - Saved ■ SUBM - Submitted ■ APPR - Approved ■ RJCT - Rejected
Selected - Detail Rows Amount	<p>The number of transactions selected and dollar amount associated with the rows.</p> <p>Note: This information is continually updated as the user selects and de-selects rows.</p>
Total - Detail Rows Amount	The total number of transactions and amount that matches the data selected on the From CB tab (includes transactions flagged as conflicts).
<i>The following data is displayed in the Labor Distribution Adjustment Detail window</i>	
Conflict?	Displays a Y , if adjustment has been saved or submitted.
Amount	The dollar amount of the adjustment.
Obj Cd	The Object Code associated with the adjustment.
Name	The employee's name.

Transaction Detail Tab

Field Name	Description
SSN	The employee's Social Security Number.
AY	The Appropriation Year applicable to an adjustment.
Coding Block Elements	The coding block elements applicable to an adjustment.
Appr/Fund	Appropriation code and Fund inferred from the Index or PCA.
PP End Dt	Pay Period End Date of the original transaction.
Trans Code	A code which identifies a specific transaction.
Doc No	The Document Number identifies the batch that the transaction was originally processed in.
SFX	The suffix associated with a specific batch of transactions.
Effective Dt	The date of the original transaction.
RTI	Displays a Y , if the Recurring Transaction Index is applicable.

Sort By Bottom Tab

The following window is displayed when the Sort By bottom tab is selected. The Sort By bottom tab allows a user to change the sort order of the transaction list to make it easier to locate a desired transaction. The Sort By bottom tab allows the user to select the fields to sort by. The steps are described on the following page.




The screenshot shows the 'DCDS' window with the 'Labor Distribution Adjustment' title bar. The 'Transaction Detail' tab is selected. The window displays the following information:

- Adjustment No: 1000, Status: SAVD
- Selected** summary: Detail Rows: 6, Amount: \$171.12
- Total** summary: Detail Rows: 84, Amount: \$71,003.75
- Fields Available for Sorting** (Listed with a circled 1):
 - SSN
 - Name
 - Appropriation Year
 - Grant
 - Grant Phase
 - Agency Code 1
 - Project
 - Project Phase
 - Agency Code 2
- Add/Rem** controls (Listed with a circled 2):>, >>, <, <<
- Fields Selected for Sorting** (Listed with a circled 3):
 - Index
 - PCA
- Bottom Tab** (Listed with a circled 5): Detail, Sort By, Summarize By, Summary, Conflicts
- Buttons**: Submit, New, Delete, Save, Close




The status bar at the bottom indicates 'Ready'.

DCDS Input Procedures - Sort By Bottom Tab

Follow the steps below to change the sort order for the transaction list.

Step	Field Name	Action
1	Fields Available for Sorting window	<p>Highlight the field name(s) in which to sort by. Be sure to click on each field in the order you want them to be sorted. The available fields are:</p> <ul style="list-style-type: none"> ■ SSN ■ Appropriation Year ■ Index ■ PCA ■ Grant ■ Grant Phase ■ Agency Code 1 ■ Project ■ Project Phase ■ Agency Code 2 ■ Agency Code 3 ■ Multipurpose Code ■ Object Code ■ Appropriation ■ Fund
2		<p>Click on the  (Add) button. This moves all the highlighted field names over to the Fields Selected for Sorting window.</p> <p>Note: If all fields are to be selected in the order they appear in the list, click on the  (Add All) button. This button moves all the field names over to the Fields Selected for Sorting window.</p>
3	Fields Selected for Sorting window	<p>Displays all the fields the user highlighted in the Fields Available for Sorting window. The order in which these fields are displayed indicates the sort order.</p> <p>Note: If a selected sort field should need to be removed, highlight the appropriate field name(s) and go to the next step.</p>

Sort By Bottom Tab

Step	Field Name	Action
4		<p>Click on the  (Remove) button if an unwanted field(s) is highlighted in the Fields Selected for Sorting window. This will remove the highlighted field name(s).</p> <p>Note: If all fields are to be removed from the Fields Selected for Sorting window, click on the  (Remove All) button. This button moves all the field names back over to the Fields Available for Sorting window.</p>
5	Detail Bottom Tab	Click on the Detail bottom tab to display the transaction list in the new sort order.

Summarize By Bottom Tab

The following window is displayed when the Summarize By bottom tab is selected. The Summarize By bottom tab allows the user to choose which element(s) of a coding block they want to view in a summarized format to narrow down the distribution information they want to display (i.e., view only the Index/PCA combination). The fields that are selected on the Summarized By bottom tab may be viewed on the Summary bottom tab. The steps are described on the following pages.

The screenshot shows the DCDS Labor Distribution Adjustment window. The window has a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a title bar (DCDS). The main area is divided into several sections:

- Selection** tab: Shows Adjustment No: 0, Status: New, and a table with Detail Rows (119) and Amount (\$7,538.32).
- From CB** tab: Shows a list of fields available for summary (SSN, Appropriation Year, Grant, Grant Phase, Agency Code 1, Project, Project Phase, Agency Code 2, Agency Code_3).
- Transaction Detail** tab: Shows a table with Detail Rows (174) and Amount (\$10,941.30).
- To CB** tab: Shows a table with Detail Rows (174) and Amount (\$10,941.30).
- Review** tab: Shows a table with Detail Rows (174) and Amount (\$10,941.30).




The **Summarize By** bottom tab is selected, showing a list of fields (Index, PCA) and a table with Detail Rows (174) and Amount (\$10,941.30). The **Summary** bottom tab is also visible, showing a table with Detail Rows (174) and Amount (\$10,941.30). The **Conflicts** bottom tab is also visible.

Numbered callouts indicate the following steps:




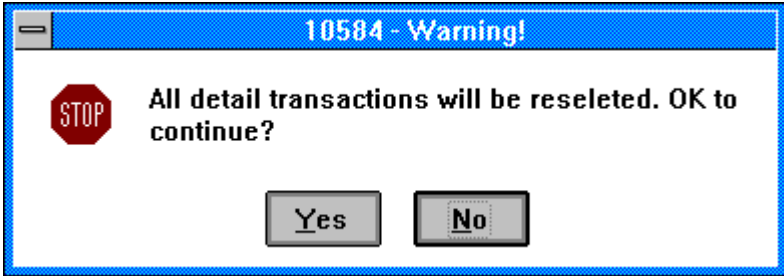
- 1: Select the field to summarize by (SSN).
- 2: Click the Add/Rem button.
- 3: Select the field to summarize by (Index).
- 4: Click the Add/Rem button.
- 5: Click the Summary button.

DCDS Input Procedures - Summarizing By Bottom Tab

Follow the steps below to select the fields to summarize.

Step	Field Name	Action
1	Fields Available for Summary window	<p>Highlight the field titles to be summarized by. Available field titles are:</p> <ul style="list-style-type: none"> ■ SSN ■ Appropriation Year ■ Index ■ PCA ■ Grant ■ Grant Phase ■ Agency Code 1 ■ Project ■ Project Phase ■ Agency Code 2 ■ Agency Code 3 ■ Multipurpose Code ■ Object Code ■ Appropriation ■ Fund
2		<p>Click on the  (Add) button. This moves all highlighted field names over to the Summarize By These Fields window.</p> <p>Note: If all fields are to be selected in the order they appear in the list, click on the  (Add All) button. This button moves all the field names over to the Summarize By These Fields window.</p>

Summarize By Bottom Tab

Step	Field Name	Action
3	Summarize By These Fields window	Displays all the fields the user highlighted in the Fields Available for Summary window. The order in which these fields are displayed indicates the sort order for the summarized information.
4		<p>Click on the  (Remove) button if an unwanted field(s) is highlighted in the Summarize By These Fields window. This will remove the highlighted field name(s).</p> <p>Note: If all fields are to be removed from the Summarize By These Fields window, click on the  (Remove All) button. This button moves all the field names back over to the Fields Available for Summary window.</p>
5	Summary Bottom Tab	<p>Click on the Summary bottom tab to display the transaction summary.</p> <p>Note: Before the Summary bottom tab displays, the following pop-up window appears warning users that any rows they might have de-selected will be re-selected automatically by clicking on the Yes button. Click on the No button to remove the window.</p> 

Summary Bottom Tab

The following window is displayed when the Summary bottom tab is selected. The Summary bottom tab displays the fields selected on the Summarize By bottom tab. The fields displayed are described on the following page.

The screenshot shows a software window titled "DCDS" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a toolbar. The main window is titled "Labor Distribution Adjustment" and has five tabs: Selection, From CB, Transaction Detail (active), To CB, and Review. The "Transaction Detail" tab displays the following information:

Adjustment No: 0 Status: New

Selected

Detail Rows	Amount
119	\$7,538.32

Total

Detail Rows	Amount
174	\$10,941.30

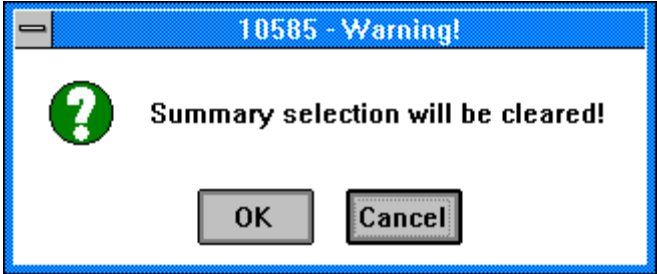
Labor Distribution Adjustment Summary

Amount	Index	PCA
\$2,619.55	50100	58060
\$428.05	50100	70400
\$70.95	50100	72000
\$523.70	50200	58060
\$3,297.37	50200	70400
\$598.70	50200	72000

At the bottom of the window, there are five tabs: Detail, Sort By, Summarize By, Summary (active), and Conflicts. Below these tabs are five buttons: Submit, New, Delete, Save, and Close. The status bar at the bottom left shows "Ready".

Summary Bottom Tab

The following information is displayed:

Field Name	Description
<i>Labor/Equipment Distribution Summary</i>	
Amount	Total dollar amount for the coding block displayed.
Coding Block Elements Selected	<p>Displays the coding block elements selected on the Summarize By tab.</p> <p>Note: If a user proceeds with other steps, the following pop-up window appears after the summary bottom tab has been selected. Click on the OK button to clear summary information. Click the Cancel button to cancel the action and remove the window.</p> 

Conflicts Bottom Tab

The following window is displayed when the Conflicts bottom tab is selected. The Conflicts bottom tab displays the original coding block for the transactions that are not highlighted on the Detail bottom tab. These transactions have already been selected for another adjustment, but have not been processed. These transactions display a 'Y' in the Conflict field on the Detail window and cannot be used for more than one adjustment. These transactions are identified on the Conflicts tab by an Adjustment Number, User ID, and the Last Modified Date. Once an adjustment is processed, the transaction may be selected for a new adjustment, if necessary. The fields displayed are described on the following page.

The screenshot shows the 'DCDS' application window with the 'Labor Distribution Adjustment' sub-window. The 'Conflicts' tab is selected, displaying a table of transactions with conflict details. The table includes columns for Adjustment Number (Adj No), Name (AY, Index, PCA, Grant, Ph, AG1), Project (Ph, AG2, AG3), SSN (Obj Cd, Multi), and Amount. Two adjustments are listed, each with three transactions. The status is 'New'.

Selection Conflict Detail												
AY	Index	PCA	Grant	Ph	AG1	Project	Ph	AG2	AG3	Obj Cd	Multi	Amount
Adj No: 11011 User ID: TR101 Last Modified Date: 09/11/1996												
Burke, Beverly 001-24-0001 5010												
96	50200	72000				008056	00	8770				\$23.96
Adj No: 11011 User ID: TR101 Last Modified Date: 09/11/1996												
Carter, Herb 001-26-0001 5012												
96	50100	70400				008056	00	8770				\$25.11
Carter, Herb 001-26-0001 5008												
96	50200	58060				008056	00	8770				\$19.59
Carter, Herb 001-26-0001 5010												
96	50200	72000				008056	00	8770				\$44.44

The window includes a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a toolbar with buttons: Detail, Sort By, Summarize By, Summary, Conflicts, Submit, New, Delete, Save, Close. The status bar at the bottom indicates 'Ready'.

Conflicts Bottom Tab

The following fields are displayed:

Field Name	Description
Adj No	The Adjustment Number is a unique identification number for a labor/equipment distribution adjustment.
User ID	The User ID identifies the user who entered the labor/equipment distribution adjustment.
Last Modified Date	The date the labor/equipment distribution adjustment was last modified.
Name, SSN	The employee name and Social Security Number associated with the labor/equipment distribution adjustment.
Object Code	The Object code associated with the labor/ equipment distribution adjustment.
Coding Block Elements	The original coding block information for the labor/equipment distribution transaction being adjusted.
Amount	The dollar amount associated with the coding blocks (both the From CB and the To CB elements).